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Note for Ellis, Cathy

From: Ellis, Cathy
Date: Fri, Apr 7, 1995 9:50 AM
Subject: RE: R&D Strategic Planning Meeting
To: Alison, Jo

Jo:

Thanks for the info. I'm not aware of the Microbiology Workshop - what is my commitment there?

Cathy

From: Alison, Jo on Fri, Apr 7, 1995 9:03 AM
Subject: RE: R&D Strategic Planning Meeting
To: Ellis, Cathy

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May 8-10 you will be at an IRI meeting. May 11-12 you had planned to attend the Microbiology Workshop at the Hyatt. There is also an SAR Meeting in DC scheduled on May 11.

Jo

From: Ellis, Cathy on Thu, Apr 6, 1995 5:40 PM
Subject: FW: R&D Strategic Planning Meeting
To: Alison, Jo

Jo:

I can't get info on my calendar past the next month. Therefore, I don't know my availability on May 10,11 or 12. Please email me on these days Friday and I will check my email during a break.

Thanks.

Cathy

From: Stewart, Hazel on Thu, Apr 6, 1995 3:29 PM
Subject: R&D Strategic Planning Meeting
To: Bickett, Joe; Burnley, Harold; Carboni, Judy; Carchman, Rich; Cox, Richard; Ellis, Cathy; Grubbs, Harvey; heretick@mailhost; Houghton, Ken; Lilly, Cliff; Lively, Ron; Myracle, Jim; Whidby, Jerry
Cc: Allison, Jo; Autry, Debbie; Bugg, Joy; Kanipe, Becky; Menier, Jeanne; Morris, Gloria; Opocensky, Margaret

It is necessary to schedule an 8:30-5:00 meeting as early as possible in May in order to meet the June deadline for the 1996-2000 Strategic Plan. The dates we have to work with are as follows:

May 2, 10, 11 or 12

Please let me know by Monday if your schedule can be arranged for one of these days by indicating your 1st and 2nd choice.

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